2019 Sole Assessment Center (AC) Process with In-Title Experience Vendor Municipality Civil Service Unit, HRD Enters requisition for examination 3-6 months before desired AC date. Receives requisition and sends Delegation Agreement to municipality for signature. Appointing Authority signs Delegation Agreement and returns to the Civil HRD signs Delegation Agreement Service Unit (CS). and final copy is sent to municipality. Notifies municipality to fill out Eligibility Listing and Posting Certificate. Uses job analysis to create and validate an AC program. Hires vendor. Appointing Authority Completes AC Details signs Eligibility Listing and Posting Form and submits to Certificate and both are attached to CS at least 8 weeks the exam requisition. before desired AC date. CS agrees or requests new AC date. Reviews vendor's plan for AC, works with vendor for any changes needed. Create poster in online system. Candidates apply, notify municipality and vendor of eligible applicants. Activates Request for Review Administers AC to application. Calculates In-Title candidates and sends Experience, statutory results to HRD. preferences, verifies scores, and releases scores to candidates. After 17 day Experience request for review period has been exhausted, post eligible list online.